

Remote work policy

◆ Section 1: Office Attendance Requirements

1.1 Standard Office Hours:

Employees are expected to be present in the office from **9:30 AM to 5:30 PM**, Monday through Friday. A 1-hour lunch break may be taken between **12:00 PM and 2:00 PM**.

1.2 Core Hours:

To ensure team collaboration, **core hours** are defined as **10:00 AM to 3:00 PM**. Employees must be reachable and actively engaged during this time, regardless of their work location.

1.3 On-Site Minimum Days:

All full-time employees must report to the office a minimum of **3 days per week**. Teams may coordinate to ensure coverage and collaboration.

1.4 Flex Fridays (Trial Program):

On the first Friday of each month, employees may **work from anywhere**, provided all meetings and deliverables are completed. This is part of the **Q1 2024 Flexibility Pilot Program** (Program Code: FLEX-Q1).

◆ Section 2: Remote Work Policy

2.1 Eligibility for Remote Work:

Remote work privileges are available to employees who have:

- Completed at least **90 days of employment**
- Received a **“Meets Expectations”** rating or above in the last performance cycle
- Signed the **Remote Work Agreement Form (Form ID: RWF-2023-1)**

2.2 Home Office Standards:

Remote work setups must include:

- A secure, company-approved VPN connection
- Ergonomic seating and desk
- High-speed internet with a minimum bandwidth of **25 Mbps download / 5 Mbps upload**

2.3 Work Location Disclosure:

Employees must notify HR if working from a location **outside their tax jurisdiction** for more than **15 consecutive days**.

◆ Section 3: Attendance Tracking

3.1 Time Reporting:

Employees must log daily attendance via the **MyTime Portal (System ID: HR-MTP-002)**. Failure to log attendance for 3 consecutive workdays will trigger a “No Show” escalation.

3.2 Unscheduled Absence Protocol:

If an employee is unexpectedly absent, they must:

- Notify their manager by **9:00 AM local time**
 - Update the **Out-Of-Office Calendar (Resource ID: CAL-OOF-001)**
 - Submit a formal explanation within **48 hours** via **HR Hub**
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◆ Section 4: Exceptions and Escalations

4.1 Medical Leave Exceptions:

Submit documentation from a licensed provider using **Medical Leave Form ML-FORM-2024-A**. Up to **5 paid sick days** are available annually.

4.2 Remote Location Escalation:

Working outside the country requires approval from **HR Compliance (Contact: compliance@company.com)** and may involve legal review.

◆ Section 5: Policy Review

5.1 Review Cycle:

This policy is reviewed on a **biannual basis**. The next review is scheduled for **June 15, 2025**.